



MASTER FILE
DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

FILE COPY

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 4061.24
N01GALLEY
1 Jul 99

NAVPHIBASELCREEK INSTRUCTION 4061.24

Subj: STOREFRONT GALLEY MENU REVIEW BOARD

Ref: (a) NAVSUP P-421, Paragraph 5104

1. Purpose. To establish a means whereby patrons dining at the Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK) Storefront Galley may voice their concerns, suggestions, and preferences so they can be reviewed and documented for discussion with the Food Service Regional Coordinator and the NAVPHIBASE LCREEK Storefront Food Service Manager.

2. Cancellation. NAVPHIBASELCREEKINST 4061.22C is hereby cancelled and superceded.

3. Background

a. In accordance with reference (a), the NAVPHIBASE LCREEK Storefront Galley Menu Review Board has been established to provide all NAVPHIBASE LCREEK staff, storefronts, and tenant command personnel with the opportunity to meet with Storefront Galley Food Service Staff to discuss their concerns, suggestions, and preferences on a quarterly basis.

b. Frequent and effective lines of communication between the customer and management is the only way the Installation Commander and the Program Manager for Support Services are able to provide the very best in never-ending quality of life improvements and customer service support to all customers who utilize the NAVPHIBASE LCREEK Storefront Galley.

4. Action

a. The Regional Food Service Coordinator will chair the NAVPHIBASE LCREEK Storefront Galley Menu Review Board. NAVPHIBASE LCREEK membership will consist of, at a minimum, the Storefront Food Service Manager/Leading Mess Management Specialist, and the NAVPHIBASE LCREEK Command Master Chief.

b. To ensure continuity, NAVPHIBASE LCREEK Staff, assigned Storefront Managers, and tenant CO/OIC's shall designate a primary and alternate (E-7 or below) representative, via memorandum, to the NAVPHIBASE LCREEK Storefront Food Service Manager (include names, rates, and telephone numbers) to ensure that board members assigned can meet quarterly with a consistent group of individuals on any and all issues discussed.

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c. NAVPHIBASE LCREEK Department Heads, Storefront Managers, and tenant command CO/OIC's should ensure that assigned personnel are well informed as to the identity of their Storefront Galley Menu Review Board representative so they can routinely filter concerns, comments, and suggestions on their behalf during the quarterly meetings.

d. The Storefront Galley Menu Review Board shall meet at 0900, the second Monday of the first month of each quarter. The meetings will be held at the Storefront Galley as promulgated in the Storefront Galley Menu Review Board formal minutes.

e. The formal Storefront Galley Menu Review Board minutes will be promulgated to all NAVPHIBASE LCREEK Department Heads, Storefront Managers, and tenant command CO/OIC's within seven working days following each meeting.


W. C. WRIGHT, Sr.

Distribution:

NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P

List IA, IB (1, 1A, 2, 2A, 3, 3A only), IC, ID - Case A

List II

List III

Copy to:

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